

The Communicator

Arts, A/V Technology & Communication, Career Action Planning,
Career Orientation, Internship, Keystone/Capstone, Workforce
Technology, and Workplace Readiness

ACOTA 2003 FALL POSTER CONTEST



1st Place
Cecily Jones
Delta HS

Fifty seven students from across the state submitted career posters for the ACOTA Fall Poster Contest. The posters were displayed in the hallway of the Department of Workforce Education through the holidays. Many employees and visitors commented about the talent and creativity of the students who submitted posters. All

students received a certificate for their participation. In addition, the top ten posters received cash prizes.

The winning posters will also be on display at the Career Orientation Summer Conference.

The winning students and their teachers are:

1st Place

Cecily Jones

Delta HS

Teacher: Ms. Sharon Mankin

2nd Place

Kathrine Stewart

Cedarville MS

Teacher: Ms. Donna Russell

3rd Place

Brooke Trentham

Cedarville MS

Teacher: Ms. Donna Russell

4th Place

Jonathon Sneed

Delta HS

Teacher: Ms. Joy Barnhill

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HIGHLIGHTS

Check out the results of the [Fall 2003](#) and [Spring 2004](#) ACOTA Poster Contest Pages 1, 2, & 4

CEP
Listserve...Everyone needs to subscribe. You can find more information on how to under [Important Information](#) Page 5



2nd Place
Katherine Stewart
Cedarville MS

5th Place

Justin Morgan

Gosnell JHS

Teacher: Ms. Mary Wyatt

6th Place

Kyle Butler

Wynne JHS

Teacher: Ms. Allyson Goodin

7th Place

Shawn Tackett

Russellville JHS

Teacher: Ms. Karen Dawson



3rd Place
Brooke Trentham
Cedarville MS

9th Place

Abby Adams

Morrilton MS

Teacher: Ms. Shawnya

Rogers

10th Place

Michelle Johnson

Nettleton JHS

Teacher: Ms. Angela Horner



MARK YOUR CALENDERS!!!!!!!!!!!!

June 3rd & 4th, 2004

Capstone/Keystone

Frameworks Workshop,

AR Adult Learning Center,

Little Rock

June 17th - 18th, 2004

Career Communication In-

service, Arkansas Adult

Learning Center, Little

Rock

**July 22nd thru 23rd,
2004**

CO Conference

Arlington Hotel/Hot

Springs, AR

August 1st - 3rd, 2004

Arkansas ACTE

Conference, Holiday Inn

NW AR Convention Ctr,

Springdale

**September 16th - 17th,
2004**

New CO Teacher In-

service, Lake Hamilton

Resort, Hot Springs

**October 28th - 29th,
2004**

WPR, WFT & Internship

In-service, Arlington

Hotel, Hot Springs



**The easiest thing to be
in the world is you. The
most difficult thing to
be is what other people
want you to be. Don't
let them put you in that
position."**

*Leo Buscaglia {1924-
1998 American Lecturer
& Author}

***"Whatever you do in
life, echoes thru
eternity."***

**Maximus {From the
movie Gladiator}*

**"You can't depend on
your judgement when
your imagination is out
of focus."**

*Mark Twain {1835-1910
American Writer & Social
Commentator}

CABOT HIGH SCHOOL

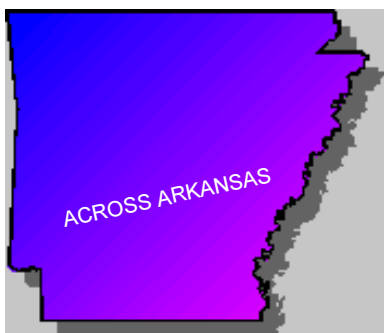
Martha Marshall, Cabot High School GCE/Internship Coordinator wears many hats. She was featured in the Cabot newspaper (The Leader) about her many talents.

When not wearing the hat of a GCE/ Internship Coordinator she can be seen as a certified hypnotherapist, a distributor for a premiere women's clothing line, or operating her own bed and breakfast. Cabot Scholarship Foundation will endow two of their newest scholarship in March in her name.



Martha Marshall shows off
Miss Martha's Pine Hill B & B

Martha served as President of the Cabot Business and Professional Women's organization 1979-80, was



the president of the Classroom Teacher's Association in 1975-76 and served in two separate years as president of General Cooperative Education Coordinators of Arkansas.

Martha has always tried to make a difference in the lives of the students she works with. "There are overachievers and underachievers but there is a place for everyone," she said.

You can find even more about Martha at her websites - www.missmarthas.com and www.doctormartha.com.

Way to go Martha!

Congratulations!

CONGRATULATION RAY HENSON CABOT JUNIOR HIGH SCHOOL

Ray Henson, Career Orientation teacher at Cabot Junior High School received the Wal-Mart Teacher of the Year Award.



If you have something you would like to brag about or an article that seems appropriate for this section please submit to our office by mail or e-mail.

CAREER AND TECHNICAL EDUCATION SERVICE COOPERATIVE COORDINATORS

Arch Ford-Lori Mitchell
lorim@af.afsc.k12.ar.us

Arkansas River-Dorothy Reynolds
reynolds@aresc.arsc.k12.ar.us

Crowley's Ridge-Kathi Turner
kturner@crec.csrc.k12.ar.us

Dawson-Ann Wright
annw@dawson.dsc.k12.ar.us

DeQueen/Mena-Peggy Ingram
ingramp@dmec1.dmesc.k12.ar.us

Great Rivers-Marilyn Roland
mroland@griver.grsc.k12.ar.us

Northcentral AR-Arnold Harris
arnoldh@naesc.ncsc.k12.ar.us

Northeast AR-Jill Clogston
jillc@odin.nesc.k12.ar.us

Northwest AR-Gordon Smith
fordon@starfish.nwsc.k12.ar.us

Ozark Unlimited-Patti Bohannon
pattib@oursc.k12.ar.us

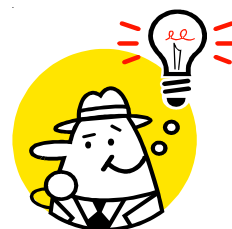
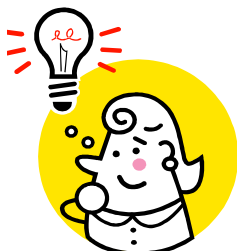
South Central AR-Terry Sullivan
sullivant@gumbo.scsc.k12.ar.us

Southeast AR-M.G. Deckelman
mbell@se2.k12.ar.us

Southwest AR-Floyd Morris
fmorris@et.swsc.k12.ar.us

Western AR-Jane Phillips
jane@waesc.wsc.k12.ar.us

Wilbur D. Mills-Mary Roberts
mroberts@wdmesc.wmsc.k12.ar.us



ACOTA 2004 SPRING CONTESTS

The results are in and we have the winners of the Spring 2004 contests. Congratulation to each student that entered all of the contests. Unlike the fall contest, which is posters only, we have entries in Scrapbooks, Community Service Projects, and Videos. The judges were very impressed with the entries, all were excellent examples of the talent and motivation that characterizes CO students. The winners will be displayed at the summer Career Orientation Conference in Hot Springs.

SCRAPBOOK CONTEST

1st Place
Dover Middle
Sharla Hartzell, Instructor

2nd Place
Westside JHS-Jonesboro
Tricia Watts, Instructor

3rd Place (tie)
Morrilton Junior High
Shawnya Rogers, Instructor

3rd Place (tie)
North Heights JHS-Texarkana
Gail Skelton, Instructor



COMMUNITY SERVICE PROJECT

1st Place
Delta High School
Joy Barnhill, Instructor

2nd Place
Morrilton JHS
Shawnya Rogers, Instructor

3rd Place
Chaffin JHS
Cindy Allen, Instructor

4th Place
Dover MS
Sharla Hartzell, Instructor

VIDEO CONTEST

1st Place
Bearden MS
Teri Lindsey, Instructor

2nd Place
Dover MS
Sharla Hartzell, Instructor

3rd Place
Mena MS
Cathy Marshall, Instructor

POSTER CONTEST



1st Place
Shelby Meyer
Pottsville Middle School

1st Place
Shelby Meyer
Pottsville Middle School
Samantha Prince, Instructor

2nd Place
Hannah Foster
Pottsville Middle School
Samantha Prince, Instructor

3rd Place
Cody Griggs
Brinkley High School
Mary Ferrell, Instructor

4th Place
Brittany Craven
Russellville Middle School
Karen Dawson, Instructor

5th Place
Gabrielle Pruitt
Morrilton Middle School
Shawnya Rogers, Instructor

6th Place
Savannah Dutton
Greenland Middle School
Candace Page, Instructor



2nd Place
Hannah Foster
Pottsville Middle School

7th Place
Raney Reagan
Mayflower Middle School
Leigh Ann Raney, Instructor

8th Place
Kristen Tilley
Greenland Middle School
Candace Page, Instructor

9th Place
Kerry Kolbus
Batesville Junior High School
Charlotte Diemer, Instructor

10th Place
Derek Totlen
Wynne Junior High School
Allyson Goodin, Instructor



3rd Place
Cody Griggs
Brinkley High School

IMPORTANT INFORMATION

Career Orientation
General Cooperative Education
Internship
Keystone
Workforce Technology
Workplace Readiness

The Office of Career Guidance, Exploration, and Preparation is now communicating with all instructors via e-mail. It is important that we have your correct e-mail address. This will be your link to the following information: announcements and registration information for in-services; resources; newsletters; announcements of application and contest deadlines; listings of Carl Perkins program improvement activities; information about changes in policy, etc.

Listed below are 5 steps to access information on the course that applies to you:

- 1) Go to Workforce Education website <http://dwe.arkansas.gov>
- 2) Go to the section for Career and Technical Education
- 3) Select Secondary Career and Technical Education
- 4) Select Instructional Program Areas
- 5) Select course that you need information on

We strongly urge you to subscribe to the Office of Career Guidance, Exploration, and Preparation (CEP) Listserve. You may do so by

selecting Related Links. This will take you to the correct page so you can subscribe.



***NOTE:** Teacher Information System Icon is located on the DWE web site. Look to the left of your screen in the blue box and then select that icon to update or enter your information. Dates will be posted for your 2004-2005 information

SUMMER ENDORSEMENT COURSEWORK FOR CAREER ORIENTATION

**University of Central Arkansas-UCA
 Conway - Ms. Sherry Roberts**

MSTS 5311 - Career Orientation
 6-14 thru 7-2-2004
 9:00 am - 12:30 pm (M-Th)

MSTS 5312 - Activity-Based Learning
 Experiences for Career Orientation
 7-5 thru 7-22-2004
 9:00 am - 12:30 pm (M-Th)

For more information contact:
 Sherry Roberts
 501-450-5431
sherryr@mail.uca.edu

**University of Arkansas-UA
 Fayetteville
 Dr. Cecelia Thompson and
 Dr. Jack DeVore**

VOED 5253 - Career Orientation
 (Thompson) cthomp@uark.edu
 6-1 thru 7-2-2004
 9:10 am - 12:20 pm (M-F)

VOED 5563 - Application in CO
 (DeVore) jdevore@uark.edu
 6-1 thru 7-2-2004
 9:10 am - 12:20 pm (M-F)

These will be offered via compressed video at: U of A Ft. Smith, U of A Pine Bluff, N. AR College at Harrison, and U of A CC Hope.

For more information contact: Julie Goldman, 1-800-638-1217 or 1-479-575-6486
www.uacted.uark.edu/offcampus

**Arkansas State University-ASU
 Jonesboro - Dr. David Agnew**

VOED 5533 - Methods of Organizing & Teaching CO
 7-6 thru 9-4-2004
 8:00 am - 10:05 am (M-Th)

VOED 5513 - Hands-on Activities & Observation Experiences for CO
 7-6 thru 8-4-2004
 10:15 am - 12:20 pm (M-Th)

These will be offered via compressed video at Beebe, Mt. Home, Heber Springs, Arkadelphia, W. Memphis, McGehee, El Dorado, Helena, and Harrison. You may register thru ASU web as a regular student or thru Continuing Education (870-972-3052)

For more information contact:
 Dr. David Agnew
 870-972-2087
dagnew@astate.edu

**Southern Arkansas University
 Magnolia - Dr. Jeff Horne**

COUN 6303 - Methods of Organizing & Teaching CO/6-1 thru 7-1-2004
 7:30 am - 9:30 am (M-Th)

COUN 6313 - Hands-on Activities & Observation in CO/6-1 thru 7-1-2004
 9:45 am - 11:45 am (M-Th)

**Contact: Dr. Jeff Horne
 870-235-4341
jwhorne@saumag.edu**

RETURN BY JULY 5, 2004

REGISTRATION FORM

CAREER ORIENTATION INSERVICE TRAINING

JULY 22-23, 2004

ARLINGTON HOTEL

HOT SPRINGS

MAKE \$70 CHECK PAYABLE TO:

W. D. MILLS SERVICE COOPERATIVE

IF YOU ARE A NEW CO TEACHER OR IF THIS IS YOUR FIRST TIME TO ATTEND THE CO CONFERENCE, PLEASE PLAN TO ARRIVE EARLY. THERE WILL BE A SPECIAL MEETING WITH ALL FIRST TIME ATTENDEES AT 9:00 AM, JULY 22. MENTION WHEN PICKING UP YOUR REGISTRATION PACKET THAT THIS IS YOUR FIRST CO CONFERENCE.

NAME _____

NEW CO TEACHER OR FIRST TIME ATTENDEE? _____

SCHOOL NAME _____

HOME ADDRESS _____

HOME TELEPHONE NUMBER _____

E-MAIL ADDRESS _____

PLEASE LIST THE NAME(S) OF ANY GUEST(S) WHO WILL BE ATTENDING THE CONFERENCE EVENTS WITH YOU. INCLUDE \$30 IN YOUR REGISTRATION FEE FOR EACH GUEST.

MAIL WITH \$70 (payable to South Central Service Cooperative) BY JULY 5, 2004 TO:

ARKANSAS DEPARTMENT OF WORKFORCE ED

ATTENTION: NANCY MORRIS

#3 CAPITOL MALL, STE 409

LITTLE ROCK, AR 72201

	TOTAL
Registrant (\$70 IF RECEIVED BEFORE JULY 5)	
#OF GUEST X \$30	

LATE REGISTRATION FEE
AFTER JULY 5- \$80
ALL REFUNDS WILL BE
SUBJECT TO A \$20
HANDLING FEE.
NO REFUNDS WILL BE
ISSUED AFTER JULY 12, 2004.

TENTATIVE AGENDA
CAREER ORIENTATION SUMMER INSERVICE CONFERENCE
JULY 22-23, 2004
ARLINGTON HOTEL, HOT SPRINGS

JULY 21, 12:00 PM: OFFICERS MEET IN CONFERENCE EXHIBIT ROOM

JULY 21, 5:00 PM: EXHIBITORS SET UP IN CONFERENCE EXHIBIT ROOM

JULY 22, THURSDAY

8:00 a.m.–10:30 a.m. Registration-2nd floor mezzanine area

8:00 a.m.–5:00 p.m. Exhibits

9:30 a.m.–11:00 a.m. Opening General Session

11:30 a.m.–1:00 p.m. Awards Luncheon

1:45 p.m.–3:00 p.m. Breakout Sessions

3:00 p.m. - 3:45 p.m. Breakout Sessions

4:00 p.m.–4:30 p.m. Closing Session

JULY 23, FRIDAY

8:00 a.m.–11:30 p.m. Exhibits

8:00 a.m.–8:30 a.m. Welcome/Announcements

8:30 a.m.–9:30 a.m. Roundtables

9:30 a.m.–9:45 a.m. Break

9:45 a.m.–10:45 a.m. Roundtables

10:45 a.m.–11:00 a.m. Thanks/Announcements

11:00 a.m.–11:30 a.m. Door Prizes

The Arlington Resort Hotel & SpaDate: 7/21-7/23, 2004I will be attending the **CAREER ORIENTATION TEACHER CONFERENCE**

Please request a:	<i>By cut-off date</i>	<i>After cut-off date</i>
	<u>Single</u>	<u>Double</u>
Single w/King Bed	\$ 67.00	\$77.00
Dbl/King or 2 Double Beds	\$ 67.00	\$77.00
Mineral Water Room	\$165.00	\$165.00
Mini Suite (Large bdrm with sitting area and fridge)	\$165.00	\$165.00
Parlor/1 Bedroom Suite	\$260.00	\$260.00
Parlor/2 Bedroom Suite	\$360.00	\$360.00

Non-Smoking preferred (limited availability)

Handicap Room (limited availability)

Valet Parking \$9.00 + tax per day. Self-Parking Free. Each additional person over 2 in a room, please add \$24.00.

Sorry, No Pets.

Arrival Date_____

Reservation must be received prior to June 21th

Departure Date_____

Please print all informatin**Name**_____ **Phone ()**_____

Address_____

City_____ ST_____ Zip_____

We honor/check one to be used: American Express Discover Visa MasterCard

Credit Card Number_____ Exp. Date_____

Check if phoning in credit card number. TAX-13.5%

1st night's deposit required-or-You may use your credit card for guarantee

1-800-643-1502 (outside Arkansas) 501-609-2533

*fax 501-609-2634

Mail room reservations separately to:**Arlington Hotel****P.O. Box 5652****Hot Springs, AR 71902****info@arlingtonhotel.com**

**ARKANSAS CAREER ORIENTATION TEACHERS' ASSOCIATION
2004-2005 SCHOOL YEAR**

PROFESSIONAL MEMBERSHIP DUES—\$10.00

NAME: _____ **SCHOOL** _____

**SCHOOL
ADDRESS** _____

**HOME
ADDRESS** _____

HOME PHONE _____

E-MAIL _____

MAKE CHECK PAYABLE TO A.C.O.T.A.

CHECK NUMBER _____ **AMOUNT** _____ **DATE** _____

***MAIL TO: Christine Nichols
Career Guidance, Exploration, and Preparation
Three Capitol Mall, Suite 409
Little Rock, AR 72201***

ACRONYMS

A.C.O.T.A.—Arkansas Career Orientation Teachers' Association

RESOURCES! RESOURCES! RESOURCES!

Following is a list of videos, software, catalogues and guides that can help you in the classroom. Many of the companies offer previews for you to review prior to purchase.

AZTEC Timed Learning Software is an interactive, multimedia program that targets reinforcement of key foundation skills. The program uses workforce situations and language to introduce and strengthen academic concepts in language arts and communications, arithmetic and mathematics, computer skills, and critical thinking. The program allows students to work at their own pace and provides printed results to show areas of strengths and weaknesses. For more information contact: Phyllis Schwartz, Aztec Software Associates, Suite 2C, 66 Morris Avenue, Springfield, NJ 07081, 1-800-273-0033. E-mail: <http://www.aztecsoftware.com>.

CHRONICAL GUIDANCE PUBLICATIONS that publishes the briefs that so many of you use now has them available on CDROM for \$325 instead of \$900 for the paper ones. The Occupational Outlook Handbooks are \$18.95 and \$22.95 for hardcover. The Electronic ONET, which has replaced the Dictionary of Occupational Titles, is \$295. For more information or to order these publications contact: Larry Anthony at 800-358-3701.

DISCOVER now offers the same career guidance tools many of you depend on for helping students develop their career portfolios through an Internet based subscription service. The new eDiscover is available in both a high school and middle school version. Now students can access their career portfolio, complete various inventories, research schools and colleges, and look for jobs at any computer with Internet access. Prices are affordable. Contact Rory Reeve at ACT at 512-345-1949 or visit the website for a demonstration tour. <http://www.act.org/discover/>.

ENTER HERE Videos –ENTER HERE includes ten career clusters and features 100 careers. Videos are current, fast paced. They are being used by several School to Work consortia. Videos are available in either high school or middle school version. Cost is \$995 for the Enter Here Series or \$1,550 for the Enter Here Collection. Available from: American Guidance, Jim Anderson, Sales Representative, 4201 Woodland Road, Circle Pines, Minnesota 55014-1796, 1-800-328-2560, Ext. 5548 or Elnor Barron, Regional Sales Manager, ENTER HERE L.L.O.C., 1620 Central Street, Evanston, Ill. 60201, 1-800-577-2271.

More About ENTER HERE - Each of the local educational co-ops has received a series of videos from Enter Here that demonstrate men and women in nontraditional careers. The videos titled, Women in the Workplace, and Men in the Workplace were purchased for CO, WPR and GCE classes with funds provided by the Arkansas School-To-Work initiative. We hope you will take advantage of them as often as possible. Just call your local co-op for a reservation.

EQUITY RESOURCES - Equity leaders have developed a series of small "how to do" guides on issues of equity and its effects on life planning. The following guides have been developed: Mentor's Guide to improved Equity in Decision-Making: roles, Methods, and Influence by Robert Greer (E201); The Counselor and Bias-Free Career Planning Programs: Preparing Students for Improved Decision Making by Bonnie B. Hinkle (E202); Teacher's Guide to Student Bias-Free Career Planning: Influencing Option Building Through Instruction by Rhonda Slater-Hill and Melissa Boyett (E203); Administrator's Guide to Bias-Free Classrooms: Building Bias-Free Learning Environments by Carolyn Melton Greer (E204); Parent's guide to Bias-Free Career Planning: Helping Students to Create Options by Donna Cunningham (E205); Student's Guide to Bias-Free Career Planning: Opening All Options by Pat Weeks Stovall and Jessie Teddlie (E206). \$3.00 each or total package price \$15.00. Order From: Center on Education and Training for Employment, Publications Department, 1900 Kenny Rd., Columbus, Ohio 43210. Phone: 1-800-848-4815, Ext. 2-4277, Fax: 1-614-292-1260.

HUBY'S LTD. has just issued a new Basic Work Habits Catalog with over 80 posters and new video and CD-ROM selection. For information call 1-800-543-0998 or visit their Internet address, <http://www.schoolco.com>

INTEGRATOR SERIES – This competency based, applied learning CD-ROM program links career interests, skill assessment, and skill enhancement to any workforce-training program. Teaches the skills needed to succeed in over 200 jobs. For more information, contact Steck-Vaughn Company, P.O. Box 690789, Orlando, FL 332819-0789, or call 1-800-531-5015, or visit the website: <http://www.steck-vaughn.com>

MECA-Microcomputer Evaluation of Careers and Academics, an approved Perkins program improvement activity. MECA is a unique microcomputer “hands-on” career exploration and assessment program linked to basic academic skills. This system utilizes work simulations and is built around common occupational clusters. Each cluster consists of work samples, which provide a variety of career exploration and assessment experiences along with learning activity packets. Materials can be purchased as a kit or separately. Contact: The Conover Company, 1050 Witzel Ave., Oshkosh, Wisconsin 54901. Call at 920-231-4667. E-mail: conover@execpc.com or website: <http://www.conovercompany.com>

MULTIMEDIA CAREER CENTER - This multimedia program employs photographs, audio, and live-action video clips to introduce students to the twelve work areas and sixty-six worker trait groups. In addition, descriptions of over 500 careers are included allowing students to explore the educational requirements, interest, aptitudes, work activities, and physical requirements specific to each career. Set contains two CDs and documentation. Cost is \$385. Available from: Larry Anthony, Sales Rep, P. O. Box 561, Hazen, AR 72064, 1-800-358-3701.

MULTIMEDIA ELECTRONIC OCCUPATIONAL OUTLOOK HANDBOOK features information from the latest Occupational Outlook Handbook. Users select the occupational cluster that interests them. The program leads them to specific jobs. Hardware requirements: IBM and MS-DOS compatible, 386 + PC, 4MB of memory, 512 video RAM, CD-ROM drive or 18MB hard disk space, Windows 3.1x, sound card. Available from: Career Guidance Associates, Inc., Larry Anthony, Sales Rep., P. O. Box 561, Hazen, AR 72064, 1-800-358-3701.

OCCUPATIONAL BRIEFS ON CD-ROM AND DISKETTE - More than 600 titles, representing more than 2,500 occupations. Prints out information for classroom use. Each brief covers working conditions, hours and earnings, education & training, personal qualifications, employment outlook, etc. Cost is approximately \$300. Available from: Larry Anthony, Sales Rep, P. O. Box 561, Hazen, AR 72064, 1-800-358-3701

O*NET - *O*Net, The Occupational Information Network*, has replaced the *DOT, The Dictionary of Occupational Titles*, as the nation's primary source of occupational information. It is a comprehensive collection of worker attributes and job descriptions. It has the capability of providing more career information and information which can be up-dated more frequently than the *DOT*. <http://online.center.org/>

PROJECT LEARNING TREE is an approved Carl Perkins program improvement activity for CO. Mary Ann Halsey, our friend and teacher/educator for the Arkansas Forestry Commission has traveled the state offering training in Project Learning Tree curriculum. Although the curriculum covers all of the career clusters, it also provides a wonderful way to expose CO students to the world of work and the importance of natural resources at the same time. Mary Ann Halsey, 501-374-2441, e-mail mahalsey@arkforests.com

SCHOOL TO CAREER – 2000 CATALOG, Resources for K-12, College, and Adult. This catalogue is published by the Center on Education and Work and contains resources that have been developed as a result of research completed by the Center. The Center's efforts include: improving the links between education and work ensuring meaningful and productive careers for everyone; providing leadership in identifying and responding to issues affecting the connections among education, work, community, and family; and translating research, evaluations, and development findings into practical solutions and effective policies. To obtain a catalogue write or contact: Center on Education and Work, University of Wisconsin-Madison, 964 Educational Sciences Building, 1025 W. Johnson Street, Madison, WI 53706-1796, (800) 446-0399, FAX: (608) 262-9197, E-Mail: cewmail@soemadison.wisc.edu. Or visit their website: <http://www.cew.wisc.edu>.

REAL LIFE – Brings workplace ethics into the classroom and helps your students develop the characteristics that today's employers say are "essential for success." Real Life Workplace Ethics is a powerful and creative learning tool about workplace ethics and employability skills. The lessons are conveyed into a series of tabloid-size, single-sheet newspapers on heavy-stock paper. Each of the 16 issues addresses ethical situations that five teenage friends, who are employed part time, encounter on the job. Each story ends in a dilemma that students are asked to resolve. "The Boss's Point of View" describes what a boss might think about the situation. Real Life is published by Career Solutions Training Group, 13 Central Avenue, Paoli, PA 19301, (888) 299-2784, E-MAIL cstg@bellatlantic.net, website: www.careersolutionsgroup.com. Agent: Jim Brooks, PO Box 94666, North Little Rock, AR 72190, (501) 753-3707.

SCHOOL-TO-CAREER INSTRUCTIONAL RESOURCES - from Learn Time, Inc., P. O. Box 1255, Prairieville, LA 70769. *How To...on CD*, Career Activities for every classroom is a high impact, K-12 CD-ROM containing over 250 lesson plans, 175 resource activities and 175 student work activities. Developed by classroom teachers and counselors, the activities are keyed to the National Career Development Guidelines, SCANS, Learner Outcomes and the Developmental Guidance Model. Every classroom in the school can share *How To...on CD*. The software license permits use on networks and stand-alone computers within the building purchasing the CD. While a set of books rarely leaves the classroom of the person who acquires them, every teacher has immediate access to the entire *How To...on CD* database of activities. To order call 1888-CD-WAYS. (Cost \$399).

SCHOOL-TO-WORK CENTER CD ROM - This software program has been developed to help students make career decisions based on their interest and the most up-to-date job information. The product is \$385 from Cambridge vocational and Technical, P. O. Box 2153, DEPT. VO14, Charleston, WV 25328-2153; (800) 468-4227.

SCHOOL-TO-WORK INTERNSHIPS - Achieving Scale and Quality: Findings from an Employer survey is a new report from the National Center for Research in vocational Education that examines trends among employers with school-to-work involvement. The report is available from the center's Materials Distribution Service, Western Illinois University, 46 Horrabin Hall, Macomb, IL 61455; (800) 637-7652.

TEENAGERS PREPARING FOR THE REAL WORLD BY CHAD FOSTER – This 97 page paper back is packed with motivational and "true to life" information for teenagers 12 and older. The book has been developed into an integrated curriculum for grades 7-12. This 10-day, project-based curriculum has been incorporated by 3,500 schools nationwide, exposing more than 500,000 students to the critical messages of Chad's book. Chad states the following as what you need to be prepared for the real world. 1) Find your passion; 2) Buy an address book and fill it; 3) Meet all kinds of people; 4) Ask a million questions; 5) Stay in touch with everyone; 6) Read everything you can; 7) Uncover your natural talents; 8) Try a few jobs before college or university; 9) Dream and pursue your dreams; 10) Always do the right thing; 11) Volunteer for community service; 12) Remember, success is a journey, not a destination. Chad Foster is one of America's most sought-after motivational speakers. He shares his messages of success with more than 120,000 students and educators each year and he is credited with developing and marketing the soft rubber playground surface seen at McDonald's restaurants around the world. He currently serves as World Wide Web expert for the Straight Talk About School program produced by the National Association of Secondary School Principals. He is also host of his own television show, Fly-Fishing America, which can be seen on ESPN. For more information on the book or to schedule Chad Foster for speaking engagement, call (770) 761-8794 or visit his website at <http://www.chadfoster.com>. To order copies of the book, call (800) 354-9706.

THE REAL GAME – A Carl Perkins Program Improvement Activity for CO. Developed by the National Occupational Information Coordinating Committee, The Real Game includes special curriculum designed to allow each student to role play through a series of exercises and events in order to learn how to earn income, how income influences lifestyle, how to plan and budget, how chance enters and affects people's lives, and how changing technology and global economic trends affect people's lives. Cost: approximately \$200 per kit. CO teachers should get approval for this expenditure from their school administration and contact the workforce education coordinator at their educational cooperative.

THE GET REAL GAME – A Carl Perkins Program Improvement Activity for Workplace Readiness & GCE. Developed by the National Occupational Information Coordinating Committee (NOICC), The Get Real Game is a school-to-work and school-to-school bridging program. The curriculum incorporates a variety of activities that allow 11th and 12th grade students to simulate the real society into which they are transitioning. In effect, The Get Real Game is like a “dress rehearsal” for post-secondary life. Community interaction is key to this program as well as the act of analyzing and recording post-secondary academic and career goals. The facilitator’s kit is approximately \$200 and includes all the materials necessary to provide classroom instruction for a limitless number of students for up to five years. Student folders, at \$2.50 each must be purchased annually for the number of students served.

Larry Anthony, Career Guidance Associates, Inc., recommends the following resources for CO, WPR and GCE classes.

Complete set of 650 Occupational Briefs \$369.00

Complete set of 650 Occupational Briefs on CDROM \$189

Occupational Outlook Handbooks \$18.95

ONET/DOT Books \$39

Mr. Anthony can be reached by calling 870-255-3446

PO Box 561, Hazen, AR 72064

Email: LJAnthony@hotmail.com

CHOICES TODAY - A three-video series that is best for high school sophomores and above offers good supplemental materials such as objectives, worksheet masters, and discussion/quiz questions. Three programs and student worksheets provide enough content for a six to eight session mini course. Each 30-min. video can be used independently. Set of 3, Item No. CCP5000VGO...\$275.

SELF-AWARENESS AND YOUR CAREER OPTIONS - Five high school students and a counselor discover knowledge of self is the first step in career planning. Students use personal examples to learn the importance of goals, values, personalities, interests, work situations, skills and abilities. In forming a career plan. Several work sheets help students with self-analysis. Item No. CCP5100VGO...\$98.00

INVESTIGATING THE WORLD OF WORK - This video does a thorough job of explaining career exploration tools and processes. It’s appropriate for all age groups and features several standard resources, including the CGOE, DOT, and OOH. Any viewer would be better prepared to begin occupational exploration after watching this program. Emphasizes broad occupational areas and matching knowledge of self with occupational clusters. Provides good understanding of GOE’s worker trait groups and interest areas. Good overview of career exploration process. Item No. CCP 5200VGO...\$98.00

OCCUPATIONAL PREPARATION - Five students explore various ways to prepare for occupations. The program divides high school course selection into standard, vocational and academic tracks. Includes one of the best explanations we have seen on programs and standard professional programs. Good student activity sheets. Best for grades 10-12. Item No. CCP5300VGO...\$98.00

OCCUPATIONAL VIEWER PRO-Trefoil Corporation has produced a set of career counseling tools including an occupational search engine based on data from the O*Net, a resume builder, and a job description writer. The total suite of tools also includes Bureau of Labor Statistics for state and metropolitan areas as well as national data. Contact: Precision Data at 207-926-3593 or email: marcroy@midmaine.com.

EMPLOYABILITY SKILLS VIDEOS - Looking for a snappy new set of videos to highlight your employability skills curriculum? If so, then you need these eight new Employability Skills Videos! They provide a fact-filled, entertaining overview of employability skills and are excellent for use with high school students, college students and adults. You'll like the content and the price. Each team is \$48.00; Set of eight, plus curriculum guide. Item No. KC5000GO... \$229.00

Job Connection: Applying For Work, Item No. KC5001GO (8 min.)

Job Interviews: Tipping the Odds, Item No. KC5002GO (8 min.)

Job Hunt: Staying On Track, Item No. KC5003GO (7 min.)

Creating a Resume, Item No kc5005GO (9 min.)

Careers Options: A Winning Strategy, Item No. KC5006GO (12 min.)

Changing Jobs – Your Next Move, Item No. KC 5007 GO (11 min.)

Making Career Decisions, Item No. KC5008GO (11 min.)

Posters

—————Careers In Action Poster Pak

17" X 22" full color posters, 36 different poster designs; every title carefully selected to give the greatest job variation possible; jobs featured based on the career clusters in the OOH. Item No. 2644GO (set of 36)...\$98.00

ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE (10TH EDITION) -Totally revised and updated, this four-volume set provides students with the most information available in one publication to make informed decisions about their future careers. Item No JGF606GO...\$149.95

- CD-ROM Version of the Encyclopedia of Careers and Vocational Guidance. Minimum system requirements: Windows – IBM compatible PC 386 enhanced mode or higher, Microsoft Windows 3.1 or higher, 8 MB Ram, 10MB free hard disk space, CD-ROM drive (double speed or better), Mouse. CD-ROM Item NO. JGF607GO (Win)
- Macintosh – MacOS 7.0 or greater, 8 MB RAM, 10 MB free hard-disk space, CD-ROM drive (double speed or better), mouse. JGF607NACGO (Mac)
- Either version: ...\$129.95

FOR FREE ON-LINE TUTORIALS, check out <http://www.actden.com>. Free tutorials include: FrontPage, Office 2000, Internet Explorer, PowerPoint and Outlook Express. If not for your students, check it out for yourself.

THE LEARNING STYLES INVENTORY-Looking for a computer assisted learning styles inventory? The Learning Styles Inventory from Educational Activities Software is completed on the computer. Students answer 45 statements related to nine learning styles areas. The results are displayed in individual graphs as well as composite graphs, to show the predominant learning style of the class.

CAREER SCOPE is an electronic interest and aptitude inventory, ideal for helping students identify their personal interests and strengths. Reports are in-depth and immediate to help retain students' interest.

Contact representative Jim Brooks for more information about the electronic Learning Styles Inventory and Career Scope: 501-753-3707

Valuable Web Sites

1. <http://www.state.ar.us/esd> by the Arkansas Employment Security Department and will contain comprehensive information about AR.
2. <http://www.teachersfirst.com> offers a library of K-12 educational resources and lesson plans to help teachers in classrooms, and with curriculum planning and professional development.
3. <http://www.bplans.com> offers a free crash course on business development. You can browse through many sample business plans to get the general idea. There are also pointers, suggestions, dos and don'ts.
4. A great reference for GCE students is <http://www.arhospitality.org/> provided by *The Arkansas Hospitality Association* has mountains of information about careers in that field including lodging, travel, restaurant and recreation industry careers. To obtain this information simply write The Arkansas Hospitality Association, 603 Pulaski, P.O. Box 1866, Little Rock, Arkansas 72203, or phone (501) 376-6571.
5. If you need a lesson plan for 9-11-02, here is a good site to use. <http://www.theeducatorsnetwork.com/911.htm>
6. http://www.careercc.com/Career_Consulting_Corner_Catalog1.htm A provider of Career related educational materials for educators of Workforce oriented programs of all ages (elementary, Youth, High school, and adult).
7. <http://www.careersolutionsgroup.com> For a free weekly activity aligned to different academic skills, check out the "Hands-On Academics Free Series" from Career Solutions Training Group. The activity is sent as HTML e-mail and there are 16 activities each semester. To subscribe to the free series send a subscription request to: cstg@verizon.net. Make sure to request the "Free Series." They have a "Premium Series" for which there is a charge.
8. <http://www.usda.gov/news/usdakids> An interesting web site for Agriculture and Natural Resources cluster. Lots of activities. Many are geared to the younger student, but there are some that would be suitable for the middle grades.
9. <http://www.schoolfinder.com> Career Orientation-A neat site that gives information about "career categories." This is a Canadian site, but the information about duties and education is especially relevant to CO students. Also, has a section where your students can read "virtual career interviews." Best part-it's free!
10. <http://www.time-management-guide.com/> This is a link that has all kinds of hints for time management.
11. <http://www.careerclusters.org> For the most current information on the 16 clusters visit this web site. There are color brochures available for downloading in pdf format. In addition to brochures, there are frameworks and crosswalks for each cluster. This is the best resource for factual information about the clusters that we have seen.
12. <http://ilearn.senecac.on.ca/careers/succeed/developing.html> Here's a site to review that offers some information on developing interpersonal skills. A couple of the links to other sites don't appear to be working, but there are still some appropriate topics for your courses.
13. http://www.western.edu/career/Interview_virtual/Virtual_interview.htm If you are looking for interviewing "simulations" this site has some hints for preparing for an interview as well as a list of common interview questions, which require students to select the best answer.
14. <http://www.getcustoms.com> This site has information about business protocol in intercultural settings. Provides some good multicultural activities for students trying to understand customs in the literal "world" of work.
15. <http://www.iwitts.com> National WomenTech Educators Newsletter

16. <http://www.salary.com> If you want your students to know the salary for a job in a certain state they can use this web site as a resource.
17. Don't forget to subscribe to this FREE weekly electronic magazine, loaded with career information for everyone, <http://www.careercurrents.com/index.jsp>.
18. This fun site for students includes an on-line dictionary, a word for the day, and several work games. Share this with your English teachers. <http://www.wordcentral.com>
19. If your students are interested in careers with animals, this is a pretty detailed site. <http://www.arkanimals.com/Career/Career4.html>
20. <http://www.Careerparent.com> offers information for teen career planning to assist you with childrens career direction. It's got a great visual representation that will help students understand all the aspects of career decision making.
21. This web site is geared to Canadian teachers but there are activities, videos, and teacher resources available at this site that would make great integrated lessons. <http://education2010.ca>
22. Judith Ulrich, Family Resource Management Specialist at the University of Arkansas at Little Rock has supplied us with some great web sites with information on taxes that you and your students may find helpful. She states that it is important to encourage the use of the VITA site (many file electronically) and discourage the use of RAL (Refund Anticipation Loans). If you want more information of the pitfalls of RAL and 9 other money traps, you might want to download the fact sheet, "Cash Crisis: Money Traps That Keep You Broke", from the University of Arkansas Cooperative Extension Service web site: http://www.uaex.edu/Other_Areas/publications/HTML/FSHEC-117.asp
23. This site is useful when you talk to students about "transferable skills" although not sure what the "scores" represent. A good list of what transferable skills are and gives the participant a chance to evaluate their own effectiveness in different skill areas such as communication, research, human relation, organization, and work survival. http://www.d.umn.edu/student/loon/car/self/career_transfer_survey.html
24. Great site for Information Technology career cluster. Resources under The Journey Inside are especially helpful. <http://www97.intel.com/education/index.asp>
25. Follow the links to find a great resource for Internship programs at: <http://www.tccp.org/education>.
26. SCANS activities for the classroom: <http://wdr.doleta.gov/SCANS/teaching/teaching.pdf>
27. Internship, WPR, WFT, GCE information for students, parents, and teachers: <http://iapply.bridges.com>



ABOUT THE COMMUNICATOR

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The Communicator is your publication and we welcome articles and comments from you about special events or successes you have had. We also appreciate information about resources which you have located and used. However, because of space limitations, we must reserve the right to edit. Articles can be submitted by mail, e-mail, or fax. Those numbers follow:

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